

REQUEST FOR QUALIFICATIONS

INDIANA FINANCE AUTHORITY

FOR

ENVIRONMENTAL CONSULTING SERVICES FOR
ASSESSMENT AND REMEDIATION OF HAZARDOUS
SUBSTANCES AND/OR PETROLEUM-CONTAMINATED SITES

DUE TO THE INDIANA FINANCE AUTHORITY BY

June 5, 2015

12:00 P.M. (Noon) (E.D.T.)

INTRODUCTION

This is a Request for Qualifications (“RFQ”) issued by the Indiana Brownfields Program (the “Brownfields Program”) on behalf of the Indiana Finance Authority (the “Authority”). The intent of this RFQ is to request technical qualifications from environmental consulting firms (the “Respondents”) interested in providing environmental assessment and remediation services to the Authority consistent with the needs outlined in this RFQ.

This RFQ is open to all parties capable and qualified to meet the objectives and requirements described in this document. Please note: consulting firms that are currently qualified for work with the Brownfields Program *must* reply to this RFQ if they wish to be qualified for future work with the Brownfields Program. Any existing qualifications with the Authority for brownfields work will be voided upon the anticipated June 29, 2015 announcement of qualification under this RFQ. Work being conducted by currently qualified firms under open contracts/project amendments may be completed notwithstanding the announcement of a new list of qualified firms. If your firm is re-qualified, at this time we do not anticipate having to execute a new underlying contract.

Upon receipt, all RFQ submissions will be reviewed for completeness in accordance with the threshold and selection criteria contained in Section IV of this RFQ. If threshold criteria are satisfied, the Authority will assess each Respondent’s qualifications based upon the selection criteria set forth in Section IV. Responses that meet the threshold and selection criteria set forth below will be evaluated to satisfy the Brownfields Program’s expectation of conducting assessment and remediation work on hazardous substances and/or petroleum contaminated sites statewide using both State and Federal funding.

Qualified Respondents will then be placed in a pool and allowed to competitively bid to perform site-specific work identified by the Brownfields Program. The bids that are submitted will be evaluated by Brownfields Program staff, and contracts will be awarded based on responsiveness and proposed cost, among other potential criteria. Qualified Respondents selected to perform environmental consulting activities will then enter into a Professional Services Contract and site-specific Project Amendment with the Authority that will address general administrative, performance, and payment aspects of the work. Subsequent awards will be managed through a Project Amendment to the initial contract.

The pool of Respondents qualified under this RFQ will be subject to periodic review by the Authority, and Respondents may be subject to removal from the list of qualified firms for reasons such as poor performance or failure to actively bid on requests for proposals. Therefore, the Brownfields Program’s list of qualified firms will be considered a “living document” subject to revision at the discretion of the Authority. No firm will be removed from the list without prior consultation by the Authority.

I. BACKGROUND INFORMATION

The Authority was initially established as Indiana’s Public Finance Office with Executive Order 01-17 on December 3, 2001 and has been continued by Executive Orders 03-36, 05-04 and most recently 13-12, which was issued on January 14, 2013. The Authority coordinates and oversees debt issuance and its management for the benefit of all State agencies, “quasi” State agencies and State programs which issue debt on behalf of the State of Indiana.

The Authority is a body corporate and politic, not a State agency and though separate from the State, the exercise by the Authority of its powers constitutes an essential public function. The Authority was created in 2005 under IC 4-4-10.9 and 4-4-11, et seq. and is governed by a five-member board including the State Treasurer, State Budget Director and three members appointed by the Governor. One of the statutory purposes of the Authority is to oversee State debt issuance and provide efficient and effective financing solutions to facilitate state, local government, and business investment in Indiana. Information regarding the Authority's programs can be found at www.in.gov/ifa/.

II. CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in qualifications are subject to the Indiana Public Records Act, IC 5-14-3 *et. seq.* and may be viewed and/or copied by any member of the public, including news agencies and competitors. Respondents claiming a statutory exception to the foregoing must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception applies. The Authority reserves the right to make determinations of confidentiality. If the Authority does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the qualification or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the qualifications will be considered. If agreement cannot be reached, the Authority will remove the qualifications from consideration for award and return the qualifications to the Respondent.

III. PROPOSED SCOPE OF WORK

The scope of work under this RFQ consists of providing environmental consulting services for the purpose of assessing and/or remediating Indiana sites contaminated with hazardous substances and/or petroleum. Respondents must be qualified and willing to perform the following general tasks:

- (a) perform Phase I environmental site assessments using the ASTM E1527-13 standard in order to comply with the United States Environmental Protection Agency's (U.S. EPA) All Appropriate Inquiries (AAI) rule (40 C.F.R. Pt. 312.2).
- (b) perform Phase II environmental site assessments, including initial site characterizations (ISC)/further site investigations (FSI) that are compliant with the Indiana Department of Environmental Management (IDEM) Remediation Closure Guide (RCG) (March 22, 2012 and applicable revisions) and Indiana's Underground Storage Tank (UST) Rule (329 Ind. Admin. Code 9).
- (c) coordinate assessment and remediation activities with political subdivisions, site owners, and Brownfields Program staff as necessary.
- (d) identify sites potentially eligible for financial assistance through the Brownfields Program (educational/outreach materials pertaining to the targeted funding sources would be provided to firms and the Brownfields Program would be responsible for eligibility determinations; such activity would be compensated).

- (e) evaluate available technical information to develop site-specific scopes of work for approval per the RCG.
- (f) conduct all necessary technical activities to complete environmental assessment and remediation activities to achieve site closure in accordance with site-specific scopes of work, Indiana's UST Rule, and the RCG, including but not limited to:
 - (1) project management
 - (2) communication with Brownfields Program staff regarding project progress, scheduling of field work and budget updates
 - (3) project-specific health and safety plan development and implementation
 - (4) U.S. EPA-compliant quality assurance project plan (QAPP) development and implementation
 - (5) remedial/corrective action work plan development
 - (6) abandoned UST identification and identification of contaminant preferential pathways via geophysical methods
 - (7) UST removal and UST system closure
 - (8) soil, ground water, and vapor sampling (includes soil, sub-slab, indoor air, and ambient background)
 - (9) asbestos-containing material surveys
 - (10) lead-based paint surveys
 - (11) polychlorinated-biphenyls (PCB) surveys (including transformers, paint, and other PCB-containing equipment and materials)
 - (12) contaminant identification, delineation, and fate and transport modeling
 - (13) monitoring well installation and ground water gauging
 - (14) site and monitoring well surveying
 - (15) utilization of environmental laboratories capable of providing analysis of samples and electronic data production compliant with applicable IDEM policies (e.g., the RCG) and U.S. EPA QAPPs
 - (16) containerization, characterization, and appropriate disposal of investigation and remediation derived wastes
 - (17) overpacking, characterization, and appropriate disposal of existing site wastes contained in drums/containers
 - (18) light non-aqueous phase and dense non-aqueous phase liquid identification, characterization, removal, and disposal
 - (19) remedial system design, implementation, installation, operation, maintenance, system discharge reporting, and system effectiveness analysis
 - (20) confirmatory sampling
 - (21) interim project reporting
 - (22) closure sampling
 - (23) non-default risk-based closure assessments
 - (24) final project/closure reporting (please note that all deliverables will be required to be submitted to the Brownfields Program and other project stakeholders (i.e., U.S. EPA and property owners) in both electronic and paper format)
 - (25) detailed project invoicing prepared in accordance with Brownfields Program guidance and/or federal requirements
 - (26) basic site restoration, including compacted excavation backfill and utility and sidewalk/curb infrastructure replacement/repairs
 - (27) such other tasks deemed necessary to achieve site-specific project (assessment and/or remedial) goals.

- (g) coordinate demolition or other site preparation activities.

IV. SELECTION PROCESS & CRITERIA

On or before June 29, 2015, the Authority intends to announce the Respondents that have been qualified. However, the Authority reserves the right to modify that date and/or forego, without cause, the selection process.

The Authority will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the threshold eligibility and selection criteria listed below.
2. The Authority reserves the right to conduct interviews of and request additional information from any Respondent it deems necessary as a part of its evaluation of responses. The Authority also reserves the right to weigh the strengths and weaknesses of a Respondent based on the Brownfields Program's prior experience with the firm. Based on the results of the evaluation, the response(s) determined to be most advantageous to the Authority, taking into account all of the evaluation criteria, may be selected by the Authority for further action.
3. The Authority supports the "Buy Indiana" initiative. It is a strong preference, but not a requirement, that Respondents meet the definition of an Indiana Business. Please refer to the following website to see if your firm fits within the definition and to learn more about the "Buy Indiana" initiative:
<http://www.in.gov/idoa/2467.htm>.

Threshold Eligibility Criteria

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQ. **Threshold eligibility requirements** include the following:

- (a) Quality, timeliness, and thoroughness of the response submitted.
- (b) Have a substantial Indiana presence such that a sufficient number of staff will be available to undertake assessment and remediation work under this process and will not be traveling a long distance from out-of-state or across Indiana for such work. (This is to preserve source funding for actual site work versus overhead expenses for travel.)
- (c) Have at least one (1) full-time **Indiana** licensed professional geologist in good standing.
- (d) Have at least one (1) full-time **Indiana** licensed professional engineer in good standing.
- (e) Have at least one (1) full-time "Environmental Professional" as defined under the federal AAI rule (40 C.F.R. Pt. 312.2).

- (f) Not be included on any current debarment or exclusion list created or maintained by a State of Indiana agency, quasi-agency, or affiliated entity.

Please include a table, using the format provided below, which includes 1) office location(s)/staffing count to establish Indiana presence; 2) name of Indiana licensed professional geologist(s) and license number(s); 3) name of Indiana licensed professional engineer(s) and license number(s); and, 4) name of environmental professional(s). Please include the resumes of key consulting staff that will be involved with a contract under this RFQ as **Attachment A** of your response.

Number of Office(s)/Location(s)	Staffing Count Available to Service RFQ Scope		
Professional Certification	Designated Full Time Consulting Employee	Professional Certification/License Number	Total Number of Consulting Employees Meeting Certification Requirement
Indiana Licensed Professional Geologist	Name	Indiana LPG #Number	Number
Indiana Licensed Professional Engineer	Name	PE #Number	Number
AAI Qualified "Environmental Professional"	Name	Not Applicable	Number

**** If a Respondent does not satisfy the threshold eligibility requirements above, the response will not be further evaluated and scoring will not be completed.*** If there is an extenuating circumstance as to why your firm should be considered although it cannot satisfy the threshold eligibility criteria, please contact the Brownfields Program by email to **Sara Westrick Corbin** at swestrick@ifa.in.gov and **Meredith Gramelspacher** at mgramels@ifa.in.gov prior to 12:00 (Noon) E.D.T. on May 29, 2015.

The State of Indiana is interested in encouraging the participation of minority-owned (MBE) and woman-owned firms (WBE), minority and female environmental professionals. If a Respondent does not meet the threshold criteria listed above and it is a minority-owned or woman-owned environmental consulting firm, please identify formal partnerships or associations that have been or will be created in order to meet the threshold eligibility requirements outlined above. If a partnership is formed, please designate which firm is the "lead firm" for administrative purposes. Please note: multiple firms may partner to meet the qualifications in the RFQ; however, each firm, *unless it is a minority-owned or woman-owned firm*, must satisfy the threshold eligibility requirements individually.

The Authority's cooperative agreements with the U.S. EPA for brownfields funding

contain fair share objectives for use of MBE and WBE firms. Fair share objectives for M/WBE participation in procurement under those financial assistance agreements are as follows:

MBE: 7% CONSTRUCTION 4%; SUPPLIES 8%; SERVICES 4%; EQUIPMENT 4%
WBE: 5% CONSTRUCTION 9%; SUPPLIES 9%; SERVICES 8%; EQUIPMENT 9%

Services subcontracted to an M/WBE can count toward these objectives. If you will be partnering with an M/WBE firm, please provide a general description of the type of services anticipated to be provided through the M/WBE firm.

Per the selection criteria identified below, no specific points are allocated for participation of an M/WBE firm. However, it is possible that participation of an M/WBE firm in a response could be considered to break a tie between two firms/replies that result in the same overall qualification score because of the state's encouragement of M/WBE participation.

Additional Selection Criteria

Respondents that satisfy the threshold eligibility requirements above will be evaluated against the **additional selection criteria** listed below. The evaluation point allocation associated with each factor is indicated, as is the percentage of the total evaluation score. Total possible points are 100.

1. [30%] Experience and proficiency of the Respondent and its personnel pertaining to:
 - (a) environmental investigation and remediation of hazardous substances contamination;
 - (b) environmental investigation and remediation of petroleum contamination; and
 - (c) underground storage tank closure/removal.
2. [15%] Experience and knowledge of the Respondent and its personnel pertaining to brownfield redevelopment, including any history of interaction with the Brownfields Program, including timeliness of providing requested information, consistency in timely providing required notice of field work, familiarity with Brownfields Program policies and procedures, etc.
3. [15%] Experience and knowledge of the Respondent and its personnel pertaining to assessment and remediation of leaking underground storage tank (LUST) sites, including any history of interaction with IDEM's LUST Program and familiarity with Indiana UST Rule (329 IAC 9) and LUST Program policies and procedures, etc.
4. [10%] Familiarity of the Respondent and its personnel pertaining to:
 - (a) the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), including specifically current AAI and ASTM environmental standards;
 - (b) IDEM's Remediation Closure Guide (March 22, 2012 and applicable revisions); and
 - (c) other current rules, regulations, statutes (Resource Conservation and Recovery Act (RCRA), IC 13-24-1 (Petroleum Releases law), IC 13-25-4

(State Cleanup law), and IC 13-25-5 (Voluntary Remediation Program)), guidance documents, and non-rule policy documents pertaining to assessment and remediation of hazardous substances and/or petroleum-contaminated sites.

5. [5%] Experience of the Respondent and its personnel of working on contaminated sites using federal grant/loan funds (e.g., U.S. EPA brownfields assessment or cleanup grants).
6. [15%] Demonstrated experience in developing and effectively managing a timeline and an aggressive project schedule to completion.
7. [10%] Capacity of the Respondent, based on staff levels, workload, and geographic availability (based on office location(s)), to undertake concurrent assessment and/or remediation activities statewide.

V. INFORMATION REQUESTED

In addition to the **Threshold Eligibility Criteria** required under Section IV, the Authority requires the following information be included in the response in order to conduct its evaluation and complete scoring. Additional information may be and is encouraged to be submitted in order for the Authority to better evaluate the selection criteria listed above. *Any such information should be segregated at the end of the response document.*

Note: The Authority will not search supplemental information for information to satisfy threshold eligibility and selection criteria.

1. General Information

- (a) Name and title of the individual who is designated as the point of contact for the Respondent, including business mailing address, fax and telephone numbers, and email address. *If you are partnering with another firm*, identify which firm is the “lead firm” for administrative purposes and list all partner firm names.
- (b) A brief description of the history of the Respondent, its capabilities, and how selection of the Respondent would benefit the Authority.
- (c) A brief description of the Respondent’s ability to meet the needs outlined in the Scope of Work section.
- (d) Relevant biographical information with respect to the personnel of the Respondent who would be assuming primary responsibility for Authority projects, including those meeting the definition of “Environmental Professional” per AAI guidance, **Indiana** licensed professional geologist(s), and **Indiana** licensed professional engineer(s). Please identify the applicable Respondent personnel and their respective responsibilities as they will relate to the requirements of, and activities included in, this RFQ. Please limit response to ten (10) or fewer individuals.
- (e) Narrative discussion on the health and safety practices/programs of the Respondent, including a description of the Respondent’s Occupational Safety and Health Administration safety record for the last three (3) years.

- (f) List of equipment that the Respondent owns and has available to utilize for assessment and remediation activities, e.g. push probe, global positioning system, photoionization detector, geophysical equipment, etc.
- (g) Identification of sub-contractors that may be used by the Respondent in the performance of activities listed in the above Scope of Work section. Please provide a brief description of the Respondent's prior working relationship with the identified sub-contractors and any other relevant information. If specific sub-contractors cannot be listed by name, please provide a general description of the type of services anticipated to be provided through the use of sub-contractors. Respondents will not be required to utilize the sub-contractors identified in their RFQ response. However, any sub-contractor proposed to be utilized in a bid submittal that was not identified in Respondent's RFQ reply must be pre-approved by the Brownfields Program. The Brownfields Program's approval of a submitted project bid with sub-contractor(s) not previously identified will be considered its approval of the newly-identified sub-contractor(s). Any payments made to a sub-contractor that has not been approved by the Authority either through this qualification or a bid award will not be reimbursed by the Authority.
- (h) A copy of the Respondent's Certificate of Insurance that complies with the standard State coverage requirements included in the boilerplate Professional Services Contract enclosed as Exhibit A. (Please include as **Attachment B** to the Respondent's submittal).

2. Previous Experience

- (a) Using the table format provided below, which should be **Attachment C** of your response, provide a summary of the Respondent's past two (2) years experience with assessing and remediating sites contaminated with hazardous substances and petroleum, organized by the activity/remedial methods, the total number of sites responsive within a category, and overall staff experience.

Remedial Approach/Activity	Experience Last Two Years	Overall Staff Experience

- (1) Soil, groundwater, and vapor identification, assessment and delineation
- (2) Asbestos and lead-based paint assessment and abatement
- (3) Remedial methods, including but not limited to:
 - i. Soil excavation and disposal
 - ii. In-situ soil vapor extraction
 - iii. Ex-situ soil treatment
 - iv. Ground water extraction and treatment
 - v. In-situ air sparging
 - vi. In-situ biological treatment
 - vii. In-situ chemical oxidation
 - viii. Phytoremediation
 - ix. Ground water containment / Barrier system
 - x. Monitored natural attenuation / Risk analysis
 - xi. Free product removal
 - xii. Vapor intrusion mitigation
 - xiii. Other

- (b) Please estimate the number of Indiana site closures obtained by the Respondent in the past two (2) years. Examples of site closures should include documented Site Status Letters, Comfort Letters, No Further Action Letters, Certificate of Completion determinations issued by IDEM involving hazardous substances and/or petroleum contamination and LUST closures. Please include the client's name, project dates, project name, community in which the project was located, Respondent and governmental employees involved (if client was a governmental entity), and original estimated and final costs. For client confidential projects, the Respondent may omit the client and project name if desired but should include details related to costs. Please provide the information as **Attachment D** of your response in table format with the following column headings:
- (1) Client Name
 - (2) Project Dates
 - (3) Project Name
 - (4) Community Where Project Was Located
 - (5) Consulting Personnel Involved with the Project
 - (6) Government Employees Involved with the Project
 - (7) Originally Estimated & Final Cost of the Project
 - (8) IDEM Program & Type of Closure
- (c) Describe in two (2) pages or less the Respondent's experience with fixed-price remediation contracts and the Respondent's success rate in achieving cleanup targets within the constraints of the applicable contract terms, including aggressive project schedules.
- (d) Discuss any experience conducting and reporting on U.S. EPA-funded assessment and/or cleanup projects.
- (e) Provide a history of any previous work on contract with the Authority and/or Brownfields Program. Summarize in a table included as **Attachment E** of your response using the following column headings:
- (1) Project Name
 - (2) Project Dates
 - (3) Community Where Project Was Located
 - (4) Consulting Personnel Involved with the Project
 - (5) Authority and/or Brownfields Program Employees Involved with the Project
 - (6) Scope of Work
- (f) Provide a history of any previous work on contract with the State of Indiana related to another IDEM remediation program, including specifically the LUST Program.
- (g) Summarize experience in conducting assessment and remediation work under IDEM's RCG.
- (h) Summarize experience performing Phase I and Phase II assessments compliant with ASTM standards, including AAI-compliant Phase Is (ASTM E-1527-13 Standard).
- (i) Summarize experience overseeing demolition projects.

- (j) In part using the format provided below, demonstrate Respondent's familiarity or experience pertaining to the Comprehensive Environmental Response Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Indiana Spill Rule, and Indiana's Underground Storage Tank (IC 13-23-13), Petroleum Releases (IC 13-24-1), State Cleanup (13-25-4), and Voluntary Remediation (IC 13-25-5) laws.

[INSERT FIRM NAME] is currently providing environmental and regulatory compliance consulting services to our clients on approximately [INSERT NUMBER] projects on an ongoing basis in Indiana. A summary total of the projects and corresponding regulatory program is provided below.

- [INSERT NUMBER] UST/LUST Sites
- [INSERT NUMBER] State Cleanup/Spill Sites
- [INSERT NUMBER] VRP Sites
- [INSERT NUMBER] Brownfield Sites
- [INSERT NUMBER] RCRA Facilities

- (k) List any trainings, conferences, or seminars attended by Respondent in the past five (5) years that are applicable to activities under the scope of this RFQ, including but not limited to IDEM Consultants Day, AAI/ASTM training, Midwestern States Environmental Consultants Association (MSECA) training, National Brownfields Conference, etc.

3. Capacity and Geographic Coverage Area

Please discuss the Respondent's capacity to undertake concurrent assessment and/or remediation activities statewide. Indicate the number of personnel that will be available to perform assessment and/or remediation work and indicate the regions or areas of the state in which the Respondent is available to perform assessment and/or remediation work. Please note: for this RFQ, the state will *not* be divided into regions to which one Respondent will be assigned; Respondents will be selected to satisfy the Brownfields Program's expectation that assessment and remediation work conducted in conjunction with this RFQ can be performed statewide, and that personnel will not be traveling from out-of-state unless sites are located within a reasonable distance of state lines as determined by the Authority.

4. Client References

Please provide contact information for three (3) client references that can provide information on the nature and results of site assessment and remediation work (hazardous substances and petroleum) that the firm has performed during the last two (2) years.

5. Other

Please provide any additional information that you consider relevant to the evaluation of the Respondent's submittal. *Any such information should be segregated at the end of the response document.* Note: The Authority will not search supplemental information for information to satisfy threshold eligibility and selection criteria.

6. Transmittal Letter/Important Administrative Information

Please provide the following important information within the letter transmitting your response (Transmittal Letter). Responses that do not include the following information may be disqualified.

- (a) Respondent shall certify that to the best of its knowledge, all information provided herein is accurate and complete. Any misrepresentation by a Respondent shall be treated as fraudulent concealment from the Authority of the true facts relating to the qualification.
- (b) Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQ, may be rejected.
- (c) Respondent shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this qualification process. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. Qualification will not be made where a conflict of interest exists. The Authority will determine whether a conflict of interest exists and whether it may reflect negatively on the Authority's selection of a Respondent. The Authority reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.
- (d) Respondent shall disclose details of any past and/or current relevant criminal investigation, pending litigation, regulatory or civil enforcement action in which it is or was involved during the past five (5) years.

VI. ADMINISTRATIVE ITEMS

- (a) This RFQ is not an invitation to bid nor is it a request for proposal under the procurement provisions of the Indiana Code.
- (b) The Authority does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be construed as a legal offer.
- (c) The Authority reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of a contract resulting from qualification under this process, if it is in the best interest of the Authority to do so.
- (d) The Authority reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQ, make inquiries of Respondents and their references and clients regarding qualifications or

information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the Authority deems necessary.

- (e) The Authority shall be deemed owner of all information and papers submitted by a Respondent.
- (f) The Authority has adopted many of the required State of Indiana boilerplate contractual provisions. The Authority hereby puts Respondents on notice that a successful award at the end of the process will be contingent upon the agreement between the Authority and a Respondent complying with these standard contractual provisions (including, but not limited to, drug-free workplace certifications, minority and women business enterprise compliance, nondiscrimination certifications, licensing standards, certifications regarding telephone certifications, and certifications relating the State of Indiana ethics policies). Respondent shall be agreeable to entering into the form of Professional Services Contract attached hereto as Exhibit A, which is subject to periodic updates. **Note: If you believe your firm will be unable to execute such contract without alteration, please do not respond to this RFQ.**
- (g) Work performed under agreements resulting from this qualification may be subject to federal contractual provisions. The Authority hereby puts Respondents on notice that a successful award at the end of this process may be contingent upon an agreement between the Authority and the Respondent to comply with standard federal contractual provisions, including, but not limited to, minimum Federal (Davis-Bacon) wage rates.
- (h) In the event the Respondents selected do not enter into the required agreement to carry out the purposes described in this RFQ after receiving an award to provide services, the Authority may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- (i) In no event shall any obligation of any kind be enforceable against the Authority unless and until a written agreement is entered into.
- (j) By submitting a response to this RFQ, each Respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- (k) Respondents selected may not solicit or undertake additional business in a community while performing activities under a project-specific agreement with the Authority related to activities included in this RFQ. When working under a project-specific agreement, the Authority expects the Respondent to be performing activities under its project-specific agreement and not doing other business at the project location and charging such time to the project. If the Authority determines that a Respondent conducted activities outside the scope of its project-specific agreement with the Authority and charged the Authority costs for such activities, the Authority will not reimburse such activities and such actions may result in termination of the project-specific agreement and/or umbrella Professional Services Contract.

- (l) The Authority will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.

VII. RESPONSES

On or before June 5, 2015, Respondents should submit **one (1) original written response, three (3) paper copies, and one (1) electronic copy in PDF format on CD or DVD** to:

**Indiana Finance Authority RFQ
Environmental Consulting Services
c/o Indiana Brownfields Program
Attn: Sara Westrick Corbin
100 North Senate Avenue, Room 1275
Indianapolis, IN 46204**

Sealed qualifications must be received **no later than 12:00 pm (Noon) (E.D.T.) on June 5, 2015**, at the address listed above. Responses that do not arrive by the above-stated time **WILL NOT BE ACCEPTED**. No more than one (1) response per Respondent should be submitted. Responses must be clearly marked on the outside of the package with the following description:

**“Indiana Finance Authority Request for Qualifications –
Environmental Consulting Services”**

Please note the following:

- (a) The Authority will not be held responsible for qualification envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. **Facsimile or email qualifications will NOT be considered** unless otherwise authorized; however, qualifications received prior to the response deadline may be modified by fax, email, or written notice provided such notice is received on or before the response deadline.
- (b) For ease of evaluation, the qualifications should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. **Please number the pages of the submittal and include a Table of Contents listing the required items and associated page numbers for our ease in review.** An example Table of Contents is enclosed as Exhibit B. If the Respondent wishes to provide other supplemental information, *any such information should be segregated at the end of the response document and identified separately from the information requested.* Note: The Authority will not search supplemental information for information to satisfy threshold eligibility and selection criteria.
- (c) An individual or individual(s) legally authorized to bind the Respondent must sign the qualification.

- (d) Any questions regarding this RFQ must be submitted **in an email** to **Sara Westrick Corbin** at swestrick@ifa.in.gov and **Meredith Gramelspacher** at mgramels@ifa.in.gov no later than **12:00 (Noon) E.D.T. on May 29, 2015**. **Questions received after 12:00 (Noon) E.D.T. on such date will not be considered.** A timely response to an emailed question will be provided to the Respondent. Depending upon the content and scope of the question, responses to questions received by the Authority may be posted on the Brownfields Program Web site at <http://www.in.gov/ifa/brownfields/2361.htm> for the benefit of all potential Respondents.
- (e) **Other than as provided above, INQUIRIES PERTAINING TO THE RFQ ARE NOT TO BE DIRECTED TO ANY STAFF MEMBER OR OTHER MEMBER OF THE AUTHORITY OR ANY STATE-RELATED EMPLOYEE.** Any such action may disqualify the Respondent from further consideration. Respondents may not rely upon verbal responses to any inquiry.

VIII. TIMELINE

The following calendar will generally be followed. The Authority reserves the right to alter this calendar as it deems necessary.

May 6, 2015: The RFQ is released.

May 29, 2015: 12:00 p.m. (Noon) deadline to submit questions about RFQ by email.

June 5, 2015: All responses to this RFQ are due by 12:00 p.m. (Noon) (E.D.T.) on this date. No late responses will be accepted. The Authority reserves the right to conduct interviews of and request additional information from any Respondent it deems necessary as a part of its evaluation of responses.

June 29, 2015: The Respondents qualified under this RFQ will be notified of the Authority's decision on or before this date.

Appendices

Exhibit A: IFA Boilerplate Professional Services Contract

Exhibit B: Sample Table of Contents for RFQ Response

Exhibit A
IFA Boilerplate Professional Services Contract

Exhibit B
Sample Table of Contents for RFQ Response